

**Child Care Center Monitoring Checklist**

Facility Name		Capacity	Monitoring Date 10/30/2009
Street Address		City	State Zip Code
Evaluator's Name	Office	10 digit telephone number	
Codes: NA - Not applicable D - Discussed O - Observed C - Compliance N - Noncompliance E - Exception granted			
Posting			
<input type="checkbox"/> 1. License visibly posted. (WAC 170-295-7080(1))			
<input type="checkbox"/> 2. Disaster preparedness plan (WAC 170-295-7080 (8) (d) and emergency numbers posted. (WAC 170-295-7080 (6))			
<input type="checkbox"/> 3. Meal and snack menus for the month are posted. (WAC 170-295-7080(4))			
Record Keeping			
<input type="checkbox"/> 4. Maintains daily attendance records on the premises. (WAC 170-295-7030)			
<input type="checkbox"/> 5. Child and staff records complete based on sampling of files (see page 2). (WAC 170-295-7010, 7050)			
<input type="checkbox"/> 6. Documentation of a cleared background check for all employees and volunteers having unsupervised or regular access to children in care. (WAC 170-295-7050 (3))			
<input type="checkbox"/> 7. Maintains fire safety record and evacuation plans and procedures, including a diagram of exit routes. (WAC 170-295-7080 (5))			
<input type="checkbox"/> 8. Provider in compliance with insurance requirements. (RCW 43.215.535)			
Medication and First Aid/CPR			
<input type="checkbox"/> 9. A Staff person present with each group of children who has a current first aid/CPR certification. (WAC 170-295-1100 (1))			
<input type="checkbox"/> 10. Medications and toxic materials stored in accordance with WAC 170-295-3070, 5060.			
<input type="checkbox"/> 11. Required First Aid supplies are available. (WAC 170-295-5010)			
General Safety and Sanitation			
<input type="checkbox"/> 12. Outdoor play area meets WAC requirements. (WAC 170-295-2130 (7))			
<input type="checkbox"/> 13. Diaper changing area meets WAC requirements. (WAC 170-295-4120)			
<input type="checkbox"/> 14. Staff washes hands, surfaces, and equipment in accordance with WAC 170-295-3020, 5040.			
<input type="checkbox"/> 15. Premises are safe, sanitary, free of hazards, and in good repair. (WAC 170-295-5020, 5040)			
<input type="checkbox"/> 16. The licensed child care space is prohibited from the use of window blind cords that form a loop or pose risk strangulation (RCW 43.215.360)			
Staffing			
<input type="checkbox"/> 17. New director or program supervisor has submitted required reference, resume and education documentation, if applicable. (WAC 170-295-1010)			
<input type="checkbox"/> 18. Staff interact with, discipline, and guide children in accordance with WAC 170-295-2030.			
<input type="checkbox"/> 19. Children are within continuous visual <u>and</u> auditory supervision. (WAC 170-295-2090 (11) (b))			
<input type="checkbox"/> 20. You must immediately report to Children's Administration central intake an instance when you or your staff have reason to suspect that child physical, sexual, or emotional abuse, child neglect, or child exploitation has occurred. (WAC 170-295-6040 (2))			
<input type="checkbox"/> 21. Staff/child ratios are within licensing standards: (WAC 170-295-2090) Group size: _____ Staff/child: _____			

Program, Activities and Routines
22. How many children did I see with 11-6 cognition on 11/15/16? How many children did I see with the ability to

- 22. Have a current daily schedule available of activities and lesson plans that are designed to meet the children's developmental, cultural and individual needs. (WAC 170-295-2010 (2))
- 23. Daily routines provide children with opportunities for large and small muscle activities. (WAC 170-295-2010 (8))
- 24. Learning and play materials: (WAC 170-295-2010 (1))
☐ sufficient quantity ☐ developmentally appropriate ☐ accessible ☐ culturally relevant
- 25. Outdoor play equipment promotes child's active play, physical development, and coordination. (WAC 170-295-2130 (1))

Licensee Signature

Date	
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Licensor Signature

Date

Comments and Recommendations

Staffing													
Staff Name	Employ- ment application	Age	Criminal History Check	TB Test	BBP Training	First Aid	CPR Card	Food Handler Permit	Program Orientation	STARS Training		Photo ID	Photo Copy of SS OR EIN
										Initial	On- going		
Records, Reporting, and Posting													
Child Information	Enrollment Application	Health Care Provider	Health History	Immunizations	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Individual Health Plan	Parent Communication			